

ADMINISTRATIVE ASSISTANT REPORT

April 2015

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04/24/15

FINANCIALS:

1. The 1st Qtr Payroll and Unemployment reports have been completed and submitted (due by April 30th). Sales tax return for 1st quarter has also been submitted by the April 30th deadline.
2. Annual Audit: The 2014 year-end audit records have been brought over to Maitland, Singler & Van Vlack for them to start the audit process. This segment of the audit is to review the financial records and complete the Form C report that is due to the Dept. Of Revenue (DOR) by May 15th. Mark Van Vlack has not set a date for the “testing” portion of the audit, but they typically come in June and spend a day or two on that part of the audit. The Treasurer, Clerk & Town Administrator will need to be here those days.
3. Insurance Renewal: Pete has submitted the insurance renewal questionnaire to Horton Group for the Town’s General, Liability and Auto insurance policy which renews June 10th. Micaela has been in contact with the agents from Horton Group and Rural Insurance for submitting their proposals to the Town Board.
4. Accounting Software: I have committed to spend the first week in May converting the current accounting software to their remote version and training with their support staff. It’s difficult to commit 32 hours to one item, but the changeover must be done. The change will allow the accounting program to incorporate the Town’s budget within, which will save data entry time and decrease the possibility of transposing errors. It will also allow me to run various general ledger and/or budget reports and e-mail them directly to the various department heads.
5. Budgeting: We are hoping that the Town Board will be able to start discussing the 2016 budget early this summer and offer some direction or early input to the Dept. Heads.
 - a. A budget amendment was going to be prepared for this meeting, but felt it would be better to hold off until the new Town Board members are more acclimated to the budget information and reports.
6. Billings:
 - a. Ashland County Zoning:
 - i. A County has paid for the 1st Qtr of 2015 (as per the 2005 InterMunicipal Agreement) for POWTS and County Zoning administration (1/4 of \$5,000 = \$1,250 qtrly).
 1. The County decreased the annual amount to the Town from \$15,000 to \$5,000 several years ago (and a per permit basis too?) so a new agreement had been drafted, approved by the Town Board but never by Ashland County. I am continuing to bill them for the permits issued but since it’s not in any agreement, they have not paid anything toward permits issued.
 2. The County has reimbursed the Town for expenses incurred for Lisa’s training in Wausau.
 - b. Ashland County Law Enforcement:
 - i. Ashland County has remitted to the Town the 1st and 2nd Qtr 2015 of their share of the approved 2015 budget request (same \$\$ as the previous year) but the calculations & basis on reimbursement/funding has changed. They have not yet been billed for the cost of the 2015 squad car.

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GRANTS:

1. WI DNR/MRF: Ted has compiled the MRF tonnage collection & shipment figures, and I'll be calculating breakdown of recycling expenditures for the 2014 Recycling Grant final report and submitting it electronically (due April 30th) to the Dept of Natural Resources (DNR).
2. WI DNR/BBTP: Once again, I need to spend a considerable amount of time preparing reimbursement reports. The Town was awarded four grants. Reimbursement request was completed on the grant for providing trails; it was processed, approved and paid in full by the WI DNR in the amount of \$25,000.

MISCELLANEOUS:

1. When the Bayfield School Board had new board members, their attorney met with all the board members and did a Review of Roles & Responsibilities of Board Members.
 - a. Would this be something the Town Board would be interested in? Currently, the Town doesn't have any formal in-house training for elected officials.
 - b. Speaking of training, the WI Towns Association (WTA) and UW-Extension, are once again offering their Town Officials Workshops for new and continuing Officials. Please let me know if you want to attend or wish to have the materials purchased.
 - c. Just a reminder, the Town did purchase WTA training CDs for elected offices (Board, Clerk & Treasurer). Please feel free to check one or both sets out.
 - d. Discussion should be held regarding e-mails & Town business:
 - i. Should the town provide e-mails to each Town Board Member
 - ii. Should personal e-mails be used
 - iii. Should correspondence to TB be funneled through the Town Clerk's e-mail
2. Waggie & I will be taking some time off here and there, working time off around Town Hall activities and schedules whenever possible, as our anniversary dates June and July and we have vacation time to use.
3. Micaela will be sending annual alcohol licensing renewal packets for the 7/1/15-6/30/16 period.
4. Quite a bit of my time has been spent lately on payroll garnishments changes and requests, wage earning audits information requests and unemployment notices.
5. The cleaning and organizing of the basement and records continues. The Town has numerous boxes of assorted meeting cassette tapes. According to the WTA "a tape recording of a meeting for the sole purpose of making the minutes can be destroyed no sooner than 90 days after the minutes are approved per § 19.21(7)". May these old recordings be destroyed?
6. The final 2014 year end employee transaction reporting was done & uploaded to Wisconsin Retirement System (WRS). The monthly transaction reports have been balanced to the annual employee transaction report submitted at year end and the Annual Statements distributed.
7. Employee Safety Training is scheduled for Tuesday, May 5th at the EMS building. The Town Hall staff will be attending at least a portion of it.

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ASSESSOR and Board of Review (BOR):

1. The 2015 BOR will be on the next Town Board agenda. Some items for consideration:
 1. Training sessions required
 2. Alternates appointed to the BOR
 3. The date set to meet and re-convene when the assessment roll is complete. BOR is to convene within 30 days of the 2nd Monday of May
 4. Print out WI DOR publications for BOR for the Town Board members/BOR
 5. The Town Hall staff will continue to direct any questions or contact on filing an objection for BOR to Micaela. This eliminates any questions as to if a property owner did “give notice” or not.

Respectfully submitted,

Barb Nelson
Administrative Assistant